



iPhoto

Getting Started

Introduces you to the controls
in the iPhoto window

Contents

Chapter 1	4 Introduction
	4 Using This Document
	5 What's New in iPhoto 5
Chapter 2	7 iPhoto at a Glance
	8 The iPhoto Window
	9 The Source List
	10 Organize View
	11 The Information Pane
	12 The Calendar Pane
	13 The Keywords Pane
	14 Import View
	15 Edit View
	16 Slideshow View
	17 Book View
Appendix	19 Keyboard Shortcuts

Welcome to iPhoto. This document helps familiarize you with how to use the basic features of iPhoto, and tells you about the new features in iPhoto 5.

Use iPhoto to easily import photos from your digital camera, organize them for fast retrieval, and then share them with family and friends. Whether you have twenty or twenty thousand digital photos, iPhoto keeps track of them all, automatically organizing them so you can find them fast. iPhoto puts you in charge of your photographs—helping you import them; organize them in albums, slideshows, and books; enhance their appearance; as well as share them as prints, via email, over the web, and in stunning professionally printed books.

For the latest news and information about iPhoto, go to the iPhoto website at www.apple.com/ilife/iphoto.

Using This Document

This document is organized into two chapters and a Keyboard Shortcuts appendix, allowing you easy access to the information you need:

- **Chapter 1, Introduction:** Gives a brief description of the major new features in this version of iPhoto.
- **Chapter 2, At a Glance:** Shows you the different views and controls in the iPhoto window.
- **Appendix, Keyboard Shortcuts:** Provides easy reference to shortcuts for quickly accomplishing many tasks in iPhoto.

What's New in iPhoto 5

This version of iPhoto adds a number of enhancements and features that allow you to organize and share your digital photos faster and easier than ever before.

- **Increased Performance:** iPhoto's increased performance makes importing, editing, and sharing your photos more responsive and faster than ever.
- **Amazing New iPhoto Books:** Now iPhoto books come in three all-new sizes at three new low prices. A variety of new themes and backgrounds let you create the perfect book for any occasion, and the new book-building feature in iPhoto is so easy you'll have your personalized book done in no time.
- **Fully Customizable Cinematic Slideshows:** iPhoto slideshows are all new, with more options than ever before. Select from a variety of new transitions, set your favorite shots to stay onscreen for a longer duration if you'd like, or let iPhoto automatically sync your slideshow to the length of your music so both end simultaneously. The new slideshow controls in iPhoto make it easy.
- **Enhanced Organization:** Slideshows and books now appear in the Source list. This means you can now make changes to a slideshow or book without affecting the album from which it was made. You can also create folders to better organize your albums, slideshows, and books.
- **Support for Video Clips:** In addition to taking still photographs, taking short video clips with your digital camera is a great way to enhance your memories of an event. iPhoto 5 can import the video clips seamlessly and store them right alongside your photos. Just double-click a clip to play it, or drag several clips into iMovie to easily make a short film.
- **Faster and Easier Editing:** New editing options like Exposure, Color Adjustment, Straightening, and Saturation make fixing those not-so-perfect shots easier than ever—and faster, too. All of iPhoto 5's editing tools have been sped up considerably, so you can get your photos looking their best in no time at all. (A G4 processor or faster is required for advanced editing.)
- **Support for Photos Taken in RAW Format:** Taking photos in RAW format lets you save every bit of photographic detail as part of the actual photo file. Importing, viewing, and editing these RAW files has traditionally been difficult. Not any more. iPhoto 5 imports RAW photos just like any other photo, organizes them right next to the rest of your shots, and lets you edit them using a new suite of advanced editing tools designed to give RAW photographers all the options they need to create the perfect image. (Mac OS X version 10.3.6 or later is required for importing and editing photos in RAW format.)
- **Find Photos in an Instant:** iPhoto's unique calendar pane and seamless tagging and searching make locating photos a snap. Just click the calendar to find photos by the year, month, week, or day they were taken. And now, you can add information to photos automatically when importing so you can search for them more effectively later. With the new, iTunes-like search feature, you can find your photos instantly by searching on any text.

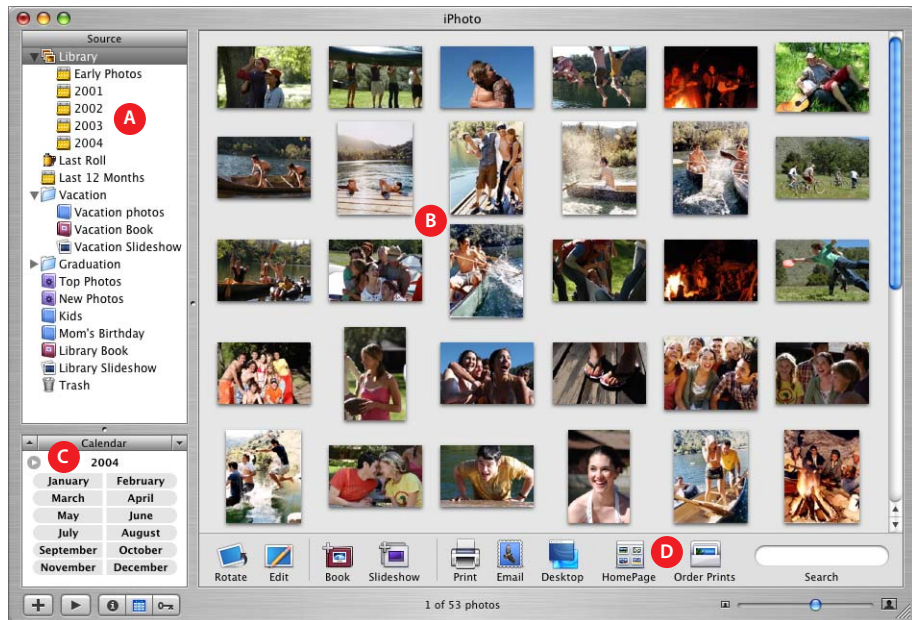
- **Even Tighter iLife Integration:** All your digital media—your songs and music, photos and video clips—work together to create slideshows and movies. Drag and drop photos or video clips directly to iMovie or iDVD. Sharing between the iLife applications has never been easier.

As you work in iPhoto, you can see your photos displayed in different ways in the iPhoto window; this makes it easier to organize your library, edit photos, create slideshows, and design your own books.



The pages that follow introduce you to the different views and controls in the iPhoto window. Take a look at these pages to familiarize yourself with the iPhoto controls so you can easily follow the instructions in iPhoto Help.

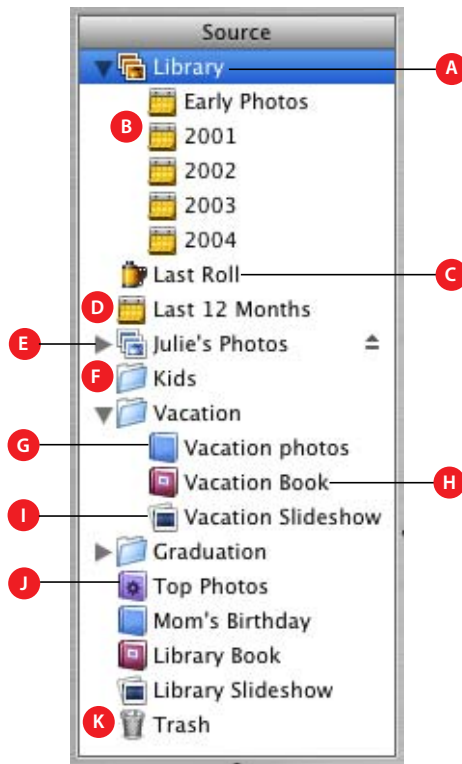
The iPhoto Window



- A** *Source list:* The Source list includes your library, where all imported photos and video clips appear. Organize your photos in folders, albums, slideshows, and books.
- B** *Viewing area:* See how photos appear in your library, albums, slideshows, and books. The iPhoto window switches between organize, edit, slideshow, and book view, depending on whether you're viewing photos in your library and albums, editing photos, or creating a slideshow or book.
- C** *The Information/Calendar/Keyword pane:* Use this pane to store and retrieve important photo information, quickly find photos by date, or find any photo by searching for one or more of its keywords.
- D** *Toolbar:* Use buttons and controls in the toolbar to organize, edit, and share your photos. The controls you see in the toolbar depend on whether you're viewing photos in your library and albums, editing photos, or creating a slideshow or book.

The Source List

The Source list is where you can easily organize and access your photos.

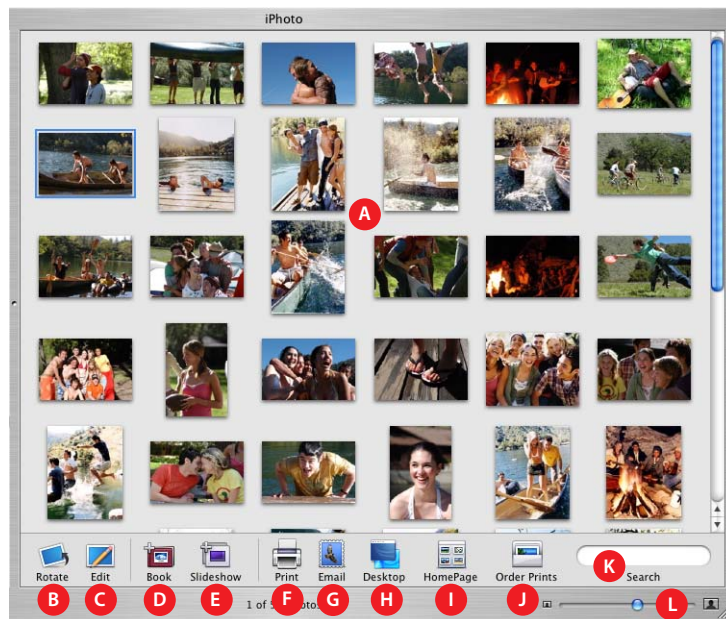


-
- A** *Library:* Select to see all your imported photos and video clips.
-
- B** *Specific years:* Select to see only photos from a specific year. When you import photos, iPhoto automatically organizes them by year.
-
- C** *Recent rolls:* Select to see the last roll or rolls of photos you imported. You can set the number of recent rolls you want displayed in iPhoto Preferences.
-
- D** *Recent months:* Select to see the photos you imported within the last 12 months. You can set the number of recent months you want displayed in iPhoto Preferences.
-
- E** *Shared photos:* View photos being shared by other iPhoto users on your local network.
-
- F** *Folder:* Create folders to better organize your albums, slideshows, and books.
-
- G** *Album:* Create albums to group and arrange photos by an event, such as a birthday, or a particular subject matter, such as nature photos. You can also use albums to organize photos for a QuickTime movie or webpage.
-
- H** *Book:* Create books of your photos. You can choose different designs (or themes) for a book, add text, and even customize the look of individual pages. iPhoto makes it easy to order professionally printed and bound copies of your books to share with friends and family.
-

- I *Slideshow:* Create a slideshow of your photos to display on your computer screen. You can specify the display duration for each slide, choose transition effects, add background music, and more.
- J *Smart Album:* Create albums that contain only certain types of photos based on the criteria you choose. For example, you can create an album that contains only your highest rated photos taken within the last two months. Any photos that match the settings you choose are automatically added to the Smart Album.
- K *Trash:* Drag photos, folders, albums, slideshows, or books that you no longer need to the Trash.

Organize View

When you select your library or an album in the Source list, you can see all the photos contained in the item you selected and use controls for sharing your pictures with friends and family.



- A *Viewing area:* See thumbnails of the photos contained in your library and albums.
- B *Rotate button:* Click to rotate selected photos by 90-degree increments.
- C *Edit button:* Click to display selected photos in edit view.
- D *Book button:* Click to create a book of selected photos.
- E *Slideshow button:* Click to create a slideshow of selected photos.
- F *Print button:* Click to print your own photos and greeting cards.
- G *Email button:* Click to send selected photos as email attachments.
- H *Desktop button:* Click to make selected photos your desktop images.

-
- I** *HomePage button:* If you have a .Mac account, click to publish a photo album on your HomePage website.
-
- J** *Order Prints button:* Click to order professional-quality prints of your photos. The Order Prints service in iPhoto makes it easy to choose a print size and quantity for each of your photos and specify a delivery address (available in some countries only).
-
- K** *Search field:* Type text to find photos by roll, title, comment, keyword, or filename.
-
- L** *Size control:* Drag to change the display size of photos in the iPhoto window.
-

The Information Pane

Use the Information pane to store and retrieve important information about individual photos, albums, books, and folders. The pane below shows the information you'll see when you have a photo selected.



-
- A** *Title:* A photo's title is the filename assigned by your camera. You can click the title to change it.
-
- B** *Date and Time:* Click the date or time to edit it.
-
- C** *Ranking:* Click a ranking dot or star to indicate how much you like a photo.
-
- D** *Format and Size:* The file format and size of your photo cannot be changed in the Information pane.
-
- E** *Comments:* Click the comments field to add description, narratives, quotations, poetry, or other kinds of text to your photos.
-
- F** *Information button:* Click this button to show or hide the Information pane.
-

The Calendar Pane

You can use the Calendar pane to quickly find any photo by searching for the year, month, week, or day it was taken.



-
- A** Up arrow: Click to display the preceeding month or year.
-
- B** Down arrow: Click to display the following month or year.
-
- C** View arrow: Click to switch between year and month view.
-
- D** Reset button: Click after you've finished a search to display all photos again.
-
- E** Months: Click to show only photos from the months you select. Double-click a month to select a specific week or day. If a month is not bold, it does not contain any photos.
-
- F** Calendar button: Click this button to show or hide the Calendar pane.
-

The Keywords Pane

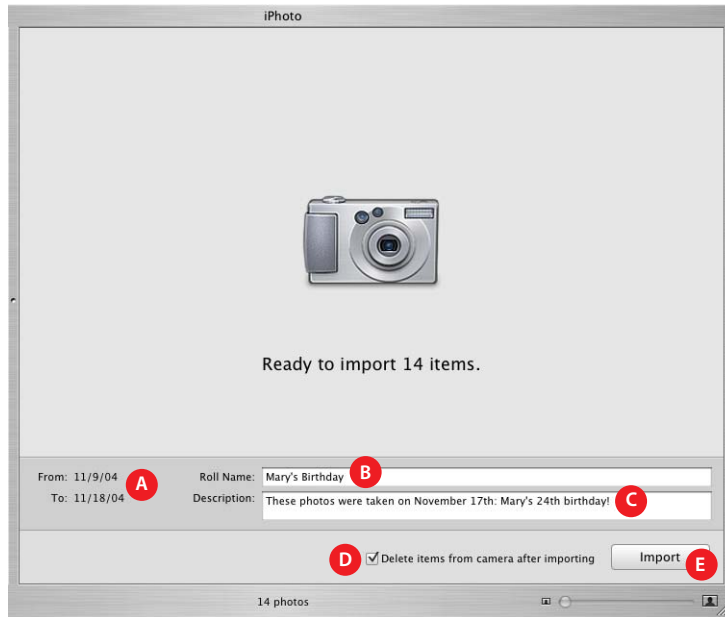
Keywords are labels you can add to your photos so you can easily find them. Use the Keywords pane to quickly find any photo by searching for one or more of its keywords.



-
- A** *Reset button:* Click after you've finished a search to display all photos again.
-
- B** *Keyword buttons:* Click one or more buttons to display photos that contain those keywords. To add a keyword to a photo, drag the photo onto a keyword button.
-
- C** *Keywords button:* Click this button to show or hide the Keywords pane.
-

Import View

When you connect your digital camera to your computer using a USB cable, your camera appears automatically in the iPhoto window.



A *Date range:* See the dates when the first and last photos on your camera were taken.

B *Roll Name:* Type a name for the group of photos you're transferring from your camera into iPhoto.

C *Description:* Add a description for the group of photos you're importing.

D *"Delete items" checkbox:* Select to delete photos from your camera as soon as they are imported.

E *Import button:* Click to transfer photos from your camera to the iPhoto library.

Edit View

If you have your library, an album, or an individual photo selected in organize view, you can click the Edit button to switch to edit view. Edit view gives you all the tools you need to improve the color and composition of your photos.



- A** *Photo browser:* Click the photo you want to edit.
- B** *Viewing area:* View the photo whose color or composition you want to change. Drag to select a portion of the photo for cropping or red-eye reduction.
- C** *Rotate button:* Click to rotate photos by 90-degree increments.
- D** *Constrain pop-up menu:* Choose a size ratio to constrain your crop or red-eye reduction selection to a specific dimension.
- E** *Crop button:* Click to edit a photo by keeping only the portion you like and removing the rest.
- F** *Enhance button:* Click to automatically adjust the color and contrast of a photo.
- G** *Red-Eye button:* Click to reduce the appearance of “red-eye” (when a person’s eyes look red in your photo).
- H** *Retouch button:* Click the Retouch button and then drag the crosshair pointer in short strokes over blemishes and other small marks you want to remove from the photo.
- I** *B & W button:* Click to change a color photo to black and white.
- J** *Sepia button:* Click to change a color photo to sepia.
- K** *Adjust button:* Click to display advanced editing tools.
- L** *Done button:* Click to return to organize, slideshow, or book view.
- M** *Zoom control:* Drag to zoom in and out of the photo you’re editing.

-
- N** *Arrow buttons:* Click to go to the previous or next photo.
-
- O** *Adjust panel:* Use advanced editing tools to adjust a photo's brightness, saturation, sharpness, and more.
-

Slideshow View

You can create a slideshow from any album or group of photos in your library. When you select a slideshow in the Source list, iPhoto displays all the photos in the selected slideshow and provides controls for setting transition effects, specifying the display duration for each slide, adding background music, and more.

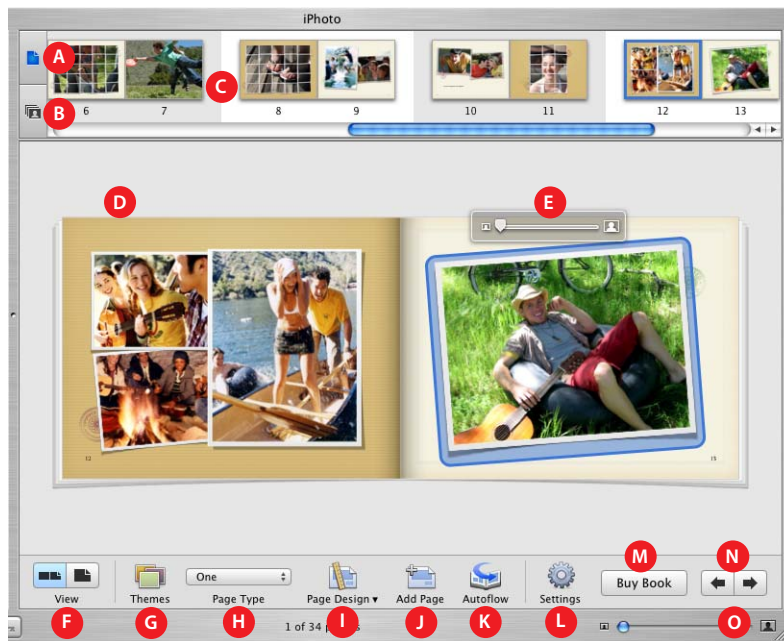


-
- A** *Photo browser:* Drag photos into the order you want them to appear in your slideshow. Select an individual photo to add visual and transition effects to it.
-
- B** *Viewing area:* View the photo to which you want to add visual, transition, or pan and zoom effects.
-
- C** *Play button:* Click to play the slideshow on your computer screen.
-
- D** *Preview button:* Click to preview the slideshow or a selection of slides in the iPhoto window.
-
- E** *Effect pop-up menu:* Choose to convert a photo to black and white or sepia.
-
- F** *Transition pop-up menu:* Choose the transition effect that occurs between the selected photo and the photo following it.
-
- G** *Pan and Zoom controls:* Use these controls to set up pan and zoom effects for a selected photo. Turn the effect on or off by selecting or deselecting the Ken Burns Effect checkbox. Click Start and End to set which part of the photo is showing at the beginning and end of the effect. Use the zoom control (L) to set the zoom.
-

- H** *Adjust button:* Click to change the display duration and transition effect for the selected photo.
- I** *Settings button:* Click to choose visual effects for your entire slideshow.
- J** *Music button:* Click to choose the background music for your slideshow.
- K** *Arrow buttons:* Click to go to the previous or next photo in a slideshow.
- L** *Zoom control:* Drag to select which part of the photo is displayed during your slideshow.

Book View

When you select a book in the Source list, iPhoto displays its pages and provides tools to easily create the perfect book for any occasion.



- A** *Page View button:* Click to display book pages in the photo browser.
- B** *Unplaced Photos button:* Click to display unplaced photos. You can add these photos to your book by dragging them to a page.
- C** *Photo browser:* View book pages or your book's unplaced photos.
- D** *Viewing area:* View the page you selected in the photo browser. To swap photos on the same page, drag them to a new location on the page. To replace a photo on a page, drag a new photo from the photo browser to the photo you want replaced.
- E** *Zoom control:* Position a selected photo within its book frame by zooming in on only the area you want to show.
- F** *View buttons:* Click to show single or two-page spreads in the main window.
- G** *Themes button:* Click to select a book size and layout design.

H	<i>Page Type pop-up menu:</i> Choose a new design for the selected page.
I	<i>Page Design button:</i> Choose an alternate design for the selected page type.
J	<i>Add Page button:</i> Click to add a new page to the end of your book.
K	<i>Autoflow button:</i> Click to add all unplaced photos to the book, adding pages as needed.
L	<i>Settings button:</i> Click to choose fonts, text styles, photo captions, and whether to show page numbers.
M	<i>Buy Book button:</i> Click to order professionally printed and bound copies of your book (available in some countries only).
N	<i>Arrow buttons:</i> Click to go to the previous or next page.
O	<i>Zoom control:</i> Drag to zoom in and out of book pages.

Keyboard Shortcuts

You can use your keyboard to quickly accomplish many tasks in iPhoto. To find the shortcuts for common commands, look in the menus (or see the menu shortcuts below). To complete an action, press the shortcut keys indicated below

Action	Shortcut
Import	
Import photos	⌘-O
Organize	
Move to the top of the photo library	Home
Move to the bottom of the photo library	End
Create new album	⌘-N
Create new album from selection	Shift-⌘-N
Create new Smart Album	Option-⌘-N or press the Option key while clicking the Add button
Show or hide titles	Shift-⌘-T
Show or hide keywords	Shift-⌘-K
Show or hide film rolls	Shift-⌘-F
Show or hide all film roll photos	Hold down the Option key and click the triangle next to any film roll
Show or hide ratings	Shift-⌘-R
Set the title, date, or comments of multiple photos	Shift-⌘-B
Show a photo's image and camera information	⌘-I
Duplicate a photo	⌘-D
Cut photo	⌘-X
Copy photo	⌘-C

Action	Shortcut
Paste photo	⌘-V
Move photo to Trash from the photo library, or remove photo from album	Delete
Move photo to Trash from Smart Album	⌘-Option-Delete
Empty Trash	Shift-⌘-Delete
Open photo in its own window or in edit view (depends on the double-click preference you set)	Double-click the photo
Reverse double-click preference when opening a photo	Option-double-click the photo
Selecting and deselecting photos	
Select a single photo	Click the photo
Select all photos	⌘-A
Select all photos between the current selection and a non-adjacent photo	Hold down the Shift key and click the non-adjacent photo
Select photos that are non-adjacent to each other	Select the first photo, then hold down ⌘ and click additional photos
Select several photos located together	Click outside the photos and drag to enclose them within the selection rectangle
Select all photos in a film roll	Click the film roll icon
Deselect specific photos in a group of selected photos	Hold down ⌘ and click the photos you want to deselect
Deselect all photos	Shift-⌘-A or click outside a photo
Information pane	
Go to next photo when editing text	Command-left bracket ([)
Go to previous photo when editing text	Command-right bracket (])
Keyword pane	
Assign keyword	Drag photo onto keyword button
Remove keyword	Hold down the Option key and drag photo onto keyword button
Find photos that contain a specific keyword	Click a keyword button
Find photos that do not contain a specific keyword	Hold down the Option key and click a keyword button
Calendar pane	
Select all the days in a month	Double-click a month in year-view or triple-click a day in month-view

Action	Shortcut
Select all the days in a month and switch back to year view	Quadruple-click a day in month-view or click the month title
Select entire week	Double-click a day in month-view or click the dot to the left of the week
Select the same month, week, or day across multiple years	Press the Option key when selecting
Go to next or previous month or year	Use the scroll wheel on your mouse (not available on all mice)
Rating photos	
Remove a photo's rating	⌘-0
Assign one star to a photo	⌘-1
Assign two stars to a photo	⌘-2
Assign three stars to a photo	⌘-3
Assign four stars to a photo	⌘-4
Assign five stars to a photo	⌘-5
Slideshow	
Stop a slideshow	Press the mouse button
Pause and resume playing	Press the Space bar
Adjust the speed	Use the Up and Down Arrow keys
Move through a slideshow manually	Use the Right and Left Arrow keys
Rate photos while slideshow is playing	0, 1, 2, 3, 4, or 5
Reset the start or end of a Ken Burns Effect to no pan or zoom	1
Edit	
Rotate photo	⌘-R
Rotate photo in opposite direction	Option-⌘-R or press the Option key while clicking the Rotate button
Go to next photo	Right Arrow key
Zoom in on photo so that one pixel on your display equals one pixel in the photo	1
Zoom in on photo so that two pixels on your display equals one pixel in your photo	2
Zoom out	0
Adjust the view of a photo when zoomed in	Press the Space bar while dragging

Action	Shortcut
Disable constrain setting when selecting an area	Press the Shift key while dragging
Switch between portrait and landscape constrain setting when selecting an area	Press the Option key while dragging
Compare edited photo to its previous version	Press the Control key
Return to organize view	Double-click the photo
Undo last action	⌘-Z
Redo last action	Shift-⌘-Z
Book	
Apply a page design through the end of a book	Select the first page you want changed and press the Option key when choosing a design from the Page Type pop-up menu
Move forward one page or spread	Press the Right Arrow or Down Arrow key
Move back one page or spread	Press the Left Arrow or Up Arrow key
Move photo from page to unplaced photos area	Select photo and press Delete
Remove unplaced photo from book	Select the unplaced photo and press Delete
Remove page from book	Select the page and press Delete
Move to the beginning of the unplaced photos or page view area	Home
Move to the end of the unplaced photos or page view area	End
Show fonts	⌘-T
Spelling	⌘-colon (:)
Share	
Print	⌘-P
Page setup	Shift-⌘-P
General	
Show preferences	⌘-comma (,)
iPhoto Help	⌘-?
Close window	⌘-W
Minimize window	⌘-M
Hide iPhoto	⌘-H
Quit iPhoto	⌘-Q

www.apple.com/ilife/iphoto

© 2005 Apple Computer, Inc. All rights reserved.

Apple, the Apple logo, iDVD, iLife, iMovie, iTunes, Mac OS, and QuickTime are trademarks of Apple Computer, Inc., registered in the U.S. and other countries. iPhoto is a trademark of Apple Computer, Inc.

019-0263